



## FIRST THINGS FIRST

*The right system for bright futures*

### Arizona Early Childhood Development & Health Board

#### Draft Executive Committee Meeting Minutes

##### **Call to Order**

The teleconference meeting of the First Things First – Arizona Early Childhood Development and Health Board – Executive Committee was held on Tuesday, February 5, 2008 at 4000 N. Central, Ste. 800, Phoenix, Arizona 85012. Chair Mathis Basha called the meeting to order at approximately 2:00 p.m.

##### **Committee Members Present**

Nadine Mathis Basha, Gary Pasquinelli, Rhian Evans Allvin, and Gene Thompson

##### **Discuss and set the date and time of the next and future meetings of the Executive Committee**

It was the consensus of the Committee to hold all future meetings of the Executive Committee on the first Tuesday of each month, via teleconference starting at 3:00 p.m.

##### **2008 FTF critical Board decision outline by month**

Elliott Hibbs, Executive Director, reviewed with the Committee major Board agenda items through calendar year 2008. These items included critical Board decisions in the upcoming months. Director Hibbs also reviewed and discussed with the Committee the FTF Board Key Action Dates that include revised due dates. It was purposed by the Committee that the Key Action Dates be placed on the FTF Board, February meeting agenda for review and approval.

##### **Discuss and set location of February, March, April, and May, 2008, FTF Board meetings**

It was the consensus of the Committee to hold the FTF Board meetings in the following locations:

February – Phoenix  
March – Phoenix  
April – Phoenix  
May – Tucson  
June – Prescott  
July –  
August – Flagstaff  
September –  
October –  
November –  
December – Yuma

##### **Discuss and set the content of the February FTF Board meeting agenda**

Director Hibbs reviewed the overall FTF timeline and strategic planning process which was agreed upon by the Committee members. It was suggested that the FTF staff develop a template for the Regional Needs and Assets to be presented at the March 2008, Board meeting.

#### **Review Governance Issues/Decision Making Process**

Director Hibbs presented the Committee with a draft of the Governance Charters for the Executive, Program and Audit and Finance Committee for review. It was suggested that Legislative Advocacy be added to the Executive Committee responsibilities. It was the consensus of the Committee to schedule the Charters for first reading at the March Board meeting.

Director Hibbs discussed with the Committee the decision making process for the Board and staff. It was suggested that the Committee establish a Governance Model that would set parameters in the decision making process to include; what are the responsibilities of the Board and staff, and where do they overlap. It was also suggested that the Committee use Leslie Anderson as a resource to assist in setting a culture as a Board. No decisions were made at this time.

#### **Review Draft Executive Evaluation**

Director Hibbs reviewed with the Committee a draft Executive Evaluation Plan for FY08/FY09. The plan was submitted in accordance to the governance guideline provided by the Board in 2007. It was suggested by Director Hibbs that the Committee have time to reflect and respond with their comments before the March, Executive Committee meeting. An updated draft will be presented at the March 2008 Committee meeting.

#### **Adjourn**

There being no further business, Chair Mathis Basha adjourned the meeting at 3:35 p.m.